

PAYABLES MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Payables Manager exists is to administer, supervise and coordinate highly technical payroll and accounts payable work. Oversees technical and clerical staff responsible for all phases of the City's complex payroll and accounts payable systems and processes in the Accounting Department. This classification is supervisory. Work is performed under independent supervision by the Accounting Director.

ESSENTIAL FUNCTIONS

Supervises the accurate and timely processing of City's bi-weekly payroll; maintenance of a wide variety of complex payroll records, subsidiary records, reports and systems; enforcement of federal and state tax and labor laws; monitors work flow; reviews and evaluates work output, methods, and procedures.

Supervises the accurate and timely processing of City's invoices and requests for payments and enforcement of federal, state and city tax, labor and contract payment laws; plans, oversees and participates in the development and implementation of payment processes and policies; monitors work flow; reviews and evaluates work output, methods, and procedures.

Supervises and supports payroll and accounts payable personnel and is a team player by helping staff accomplish organizational goals; providing opportunities for training, decision making, participation, and innovation.

Participates in the formulation and administration of accounting, human resources, budget, and purchasing policies and procedures; develops, evaluates, and implements internal controls; and oversees the creation and implementation of accounting systems to improve the City's fiscal management capabilities and/or compliance with federal, state, and local ordinances or guidelines.

Coordinates research studies, feasibility studies, benchmarking studies, needs assessments, cost/benefit analyses, cross impact analyses, and management studies; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports on various computer software.

Provides project management expertise to coordinate and implement department or citywide systems and projects; program/system evaluation and organizational analysis; monitoring of procedures and methods; preparation of oral and written findings and recommended actions.

Supervises and monitors development of payroll budget forecasts and reports; maintains fiscal control and accountability for budget expenditures; makes oral and written recommendations for fiscal affairs; supervises service contracts and agreements; and coordinates the development of performance measures and workload indicators.

Listens, communicates, and deals effectively with management, subordinates, representatives of other government agencies, and the general public, researching as necessary to provide requested information. Communicates both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar. Provides superior customer service for both internal and external customers.

Provides financial advice, designs and conducts user training for financial systems and processes, tailoring such training and/or advice to the specific needs of the user.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles, practices, and applications of accounts payable, purchasing and payroll processes and computerized financial systems.

State, federal and city tax and labor laws.

Governmental accounting, auditing, and budgeting.

Ability to:

Interpret and implement authoritative pronouncements dealing with accounting principles.

Effectively communicate instructions and information verbally and in writing to subordinates, other City staff and the public.

Supervise and manage personnel.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Handle multiple priorities and work under pressure.

Comprehend and make inferences from written material and verbal and/or complex written instructions.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Accounting and five to seven years progressively responsible accounting experience including supervisory experience over accounting technical and clerical staff. Certification as a Certified Payroll Professional (CPP) and experience in municipal accounting is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified